	JOB DESCRIPTION		
Dilico Anishinabek Family Care	**Position Title**: **Program**: **Service**: **Accountable to**:	**RESIDENTIAL ADDICTION WORKER** Mental Health and Addictions Post Treatment Housing Services Addiction Services Manager	
Issued By: **Date Issued**:		**Date Revised**: **Classification**:	**March 2018**

PURPOSE AND SUMMARY

Under the direction of the Addiction Services Manager, the Residential Addiction Worker will carry out programming and lectures as per schedule; facilitate groups; orientate new clients to the unit, transport clients to case conferences and medical appointments; maintain daily recording; case notes; ensures the safety and well-being of the clients, and the security of the unit in the provision of programming.

DUTIES AND RESPONSIBILITIES:

1. <u>Service Responsibilities</u>

Under the direction of the Addiction Services Manager, the Residential Addiction Worker is responsible to:

a. Carry out programming and lectures as per schedule;
b. Facilitate groups;
c. Transport clients to case conferences and medical appointments;
d. Ensure the safety and well-being of the clients, and the security of the unit;
e. Maintain a high level of communication with staff and the Addiction Services Manager;
f. Maintain In/Out log book for clients and equipment;
g. Keep daily recording such as case notes and data up-to-date in keeping with the standards and procedures of Dilico Anishinabek Family Care;
h. Ensure all client medications are dispensed as per policy and that they are locked in the medicine cupboard. When required fax in clients' prescriptions and arrange for delivery;
i. Ensure the client expectations are being met and center's rules are being followed;
j. Take appropriate action in crisis situations and reporting same to the Addiction Services Manager;
k. Ensure that the building is clean, tidy and safe at all times as per policies and procedures;
l. Support and assist clients with their assigned tasks;

m. Ensure vehicle care as per policies and procedures, and provide transportation to clients as per scheduled activities.

2. Organizational Responsibilities:

The Residential Addiction Worker as a representative of Dilico will be a responsible to:

a. Participate willing and constructively in the supervision process with the Addiction Services Manager;
b. Respect all aspects of agency standards, policies and relevant legislation;
c. Propose changes within Dilico that would improve the quality of service to clients;
d. Apply Anishinabek culture, values, traditions and teachings into programming where possible;
e. Ensure accuracy, confidentiality and safekeeping of agency and clients records;
f. Participate constructively as a team member in staff meetings, seminars and training sessions as required by the Addiction Services Manager;
g. Act in a professionally appropriate manner both when and when not working and be a positive role model for clients and the Anishinabek community.

QUALIFICATIONS

1. **Education**

College diploma in addictions or related field with two (2) years' experience in the field of mental health and addictions

2. **Work Experience**

a) Experience in the field of mental health and addictions as it relates to the Anishinabek, experience in provision of individual and group-based treatment services.
b) candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

3. **Skills/Abilities**

a. Sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and the District of Thunder Bay;
b. Sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families in the District of Thunder Bay. The ability to promote and apply Anishinabek Culture, values, traditions and teachings in the work of the Child and Family Team where appropriate;

c. Developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities and service workers to promote an integrated, seamless delivery of service;
d. Ability to understand or speak an Anishinabek language would be considered an asset;
e. Good written and oral communication skills;
f. Good planning, organization, problem-solving, decision-making skills;
g. Ability to take direction as well as to work independently;
h. Ability to work as a member of a team;
i. Knowledge of treatment and healing processes;
j. Experience working with Anishinabek youth, adults, families and communities.

4. **Personal Qualities:**

a. A capacity to relate effectively with Anishinabek children, youth, adult and families and communities.
b. Must be a positive role model for clients and the Anishinabek community.

CONDITIONS OF EMPLOYMENT

a. Ability to work flexible hours as determined by the Addiction Services Manager in relation to service requirements.
b. Must possess a Class “F” driver’s license or be willing to obtain a Class “F” license and have access to a personal vehicle.
c. Must hold a valid Standard First Aid/CPR Certificate.
d. A criminal records check is required is required upon hiring.
e. Must complete a medical and receive the required immunizations as recommended by the local medical officer of health.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.